



# TOWN OF ELLINGTON

55 MAIN STREET • P.O. BOX 187  
ELLINGTON, CONNECTICUT 06029-0187

## **Ad Hoc Design Review Board Minutes**

Thursday, January 12, 2006  
7:00 PM – Conference Room  
Ellington Town Annex

**Members Present:** Ken LaForge, Michele Beaulieu, Robert Dawson, Nancy Way, and Anthony Gallicchio

**Other Present:** Peter Williams, Jay Ussery, JR Russo & Associates and Tim Hill, Syn-Mar Products, Inc.

**I. Call to Order:** Ken LaForge called the meeting to order at 7:12.

**II. Citizens Form / Public Comments:** None

### **III Old Business**

1. Approval of meeting minutes of Sept. 8, 2005

Moved (Way) Seconded (Dawson) to approve meeting minutes of Sept. 8, 2005 and passed unanimously to accept minutes as written.

### **IV New Business**

1. Ellington –Nutmeg review 7 Nutmeg Drive – The overall site design, as represented, appears to be harmonious with the surrounding buildings on Nutmeg Drive . See comments in design review.

2. Design Reviews

7 Nutmeg Drive – Ken LaForge made notes of the review and will prepare, in writing, the boards recommendations for the Planning and Zoning Commission. (Attached)

Robert Dawson left meeting at this time

83 West Road – Ken LaForge made notes of the review and will prepare, in writing, the boards recommendations for the Planning and Zoning Commission. (Attached)

Moved (Beaulieu) Seconded (Dawson) and passed unanimously to adjourn the meeting at 8:10 PM of the Ad Hoc Design Review Board.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Peter Williams', with a stylized flourish at the end.

Peter Williams

**To:** Town of Ellington Planning & Zoning Commission  
**From:** Ad Hoc Design Review Board  
**Date:** January 12, 2006  
**Subject:** Syn-Mar Products, Inc. #Z200544

At the Thursday, January 12, 2006 Design Review Board meeting, the Ad Hoc Design Review Board reviewed the set of plans for the construction of a 27,364 s.f. industrial building and parking lot on Lot 7 Nutmeg Industrial Park. The building construction and parking field are proposed to be in two phases.

We offer the following review comments:

1. We suggest that the applicant depict a screened outdoor dumpster location at the rear of the building near the loading docks.
2. We suggest the applicant propose some screening plant material near any outdoor mechanical equipment such as air conditioning units.
3. We suggest the applicant proposed some additional planting materials in the front of the building. In particular, the Board would like to see some grouped plantings of evergreen material, as well as, some additional deciduous tree/shrub material near the future Phase 2 building and parking expansion areas.
4. We suggest to the applicant and the other Town Commissions that the area immediately in front of the building up to the area near the wetland be maintained as a well manicured lawn. We also suggest that the area between the wetland and Nutmeg Drive, as well as, the area between the common drive and the building also be maintained as a well manicured lawn. This will provide a handsome setting for the building and will give this particular industrial park a 'clean' look.
5. We suggest dead or dying plant material be allowed to be removed from the "100' Limit Area of Influence" to maintain a well-manicured appearance at all times.
6. We suggest the applicant add additional plants to help screen the loading dock from Nutmeg Drive. We understand that small vehicles will be parked in this location so additional plantings in this area seem appropriate.
7. We suggest additional plant material adjacent to the area of the Phase 2 parking area to help mitigate views into this future parking area.
8. We understand the majority of the building is similar in color and material to other buildings in the area. We suggest the applicant provide some shielded flood lighting for the nicely articulated office area.
9. We suggest the applicant consider additional parking lot lighting for the visitor and employee parking areas.

**To:** Town of Ellington Planning & Zoning Commission  
**From:** Ad Hoc Design Review Board  
**Date:** January 12, 2006  
**Subject:** C D Builders Inc. #Z200543

At the Thursday, January 12, 2006 Design Review Board meeting, the Ad Hoc Design Review Board reviewed the set of plans for the change of use from repair garage to convenience store and associated site and building work at 83 West Road.

We offer the following review comments:

1. We suggest that the proposed crushed stone in the landscaped areas along the street frontage be replaced with seeded or sodded lawn. This is consistent with the surrounding frontage treatments at this particular intersection and is in character with the abutting land uses.
2. We suggest the applicant relocate the proposed evergreen plantings behind the building. In lieu of a soldier row of plantings, the material should be placed in two to three groups of plants in areas that will create a more attractive buffer at the rear of the property.
3. We suggest the applicant install a masonry dumpster enclosure that is similar in material to the building. The enclosure should have a locking gate that obscures vision of the dumpsters. This is a highly visible area and appropriate mitigation measures may need to be taken to ensure proper visual attractiveness.
4. We suggest the substitution of the evergreen screening material at the dumpster. A variety of evergreen that will grow tall enough to effectively screen the dumpster enclosure would be more appropriate.
5. We suggest the substitution of the azalea plants in front of the site. This is an environment that will be not suitable for the long term survival of these plants. We suggest a different plant material that is more tolerable of salt spray and dry conditions while still providing visual interest.
6. We suggest the applicant add additional plants to the planting bed near the existing sign including a mulching material over weed control fabric. Not only will this be more attractive but will also reduce the amount of grass maintenance required. Any additional plantings will need to be cognizant of sightlines at the driveways
7. We suggest the applicant be diligent in policing the site to assure that no vehicles park outside of designated parking spaces particularly in the areas along the street frontages.
8. We suggest the Commission consider the prohibition of outdoor sales and display. None is shown on the plans. If allowed, the display areas should be shown on the plans for your review.
9. We suggest the Commission limit the amount of 'interior' window signage that will be allowed. These 'sales' signs tend to be very visually distracting and are not compatible with the surrounding area

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